

Maryland Army National Guard

OFFICER POSITION VACANCY ANNOUNCEMENT

OPENING DATE 13-Oct-11 CLOSING DATE 15-Nov-11 BOARD DATE (TO BE DETERMINED)

POSITION TITLE: Executive Officer PARA/LIN: 101 / 02 AOC/SSI/FA/MOS: 15B

HIGHEST GRADE AUTHORIZED: Major (O4) BRANCH: AV

ORGANIZATION & LOCATION: HHC, 1-224 AVN REG (WP7QT0)
MG Warren D. Hodges Armory
Building E-4305
APG, Maryland 21010-5401

WHO MAY APPLY: **Open to all Officers of the Maryland Army National Guard.**

DESCRIPTION OF DUTIES: Serves as the S&S Battalion Executive Officer with overall responsibility for staff functions, monitoring of policy/command guidance compliance, and logistics oversight. Serves as the principal assistant to the Commander and assumes command in the absence of the Commander. Establishes liaison activities. Responsible for supervising all staff functions, keeping the Commander informed of all pertinent actions. Supports the EEO and recruiting and retention program. Responsible for the leadership, training, and oversight of the entire Battalion staff. Directs, supervises, and ensures coordination of all staff actions. As a current and qualified aviator, performs all aviation related duties and meets all ATP requirements.

REQUIRED QUALIFICATIONS: Must be branch qualified as an Army aviator in the grade of O4 (MAJ) or O3 (CPT) eligible for promotion by TIG within one year of assignment. Must be qualified as a 15B or able to become qualified within one year of assignment. Must meet the physical requirements of AR 350-15, AR 600-9, and AR 40-501. Applicant must not be flagged. Must hold a Secret security clearance.

SPECIAL INFORMATION

Position is not gender restricted. Assignment limitations of NGR 600-100 apply. Application for this position DOES NOT constitute application for entry into the full time federal technician or Active Guard Reserve (AGR) programs. Additionally, if selected, AGR officers will need a command tour waiver approval from MDNG-HRO-A.

APPLICATION PROCEDURES

Forward the documents listed below to: HHC, 1-224th AVN (S&S) BN
MG Warren D. Hodges Armory
ATTN: S1 (2LT Livingston)
Building E-4305
APG, Maryland 21010-5401

1. Military Resume (Biographical Summary) in accordance with format in Appendix H NGR 600-100 (Officer applicants only).
2. Three most current available OERs/NCOERs.
3. DA Form 2-1
4. Personnel Qualifications Record (PQR) printed from UPS.
5. DA Form 705 (APFT Scorecard) within 12 months of the board date. A physical profile may be submitted in lieu of APFT record.
6. Height-Weight Statements within 6 months of the board date. DA Form 5500-R/5501-R must be included if soldier exceeds authorized screening table weight of AR 600-9.
7. Optional applicant memorandum to provide additional information to the president of the selection board not contained in the above listed documents.

All applications will be screened without regard to ethnicity, religion, gender or national origin. Selection will be made the basis of military education, skills and individual experience.

Questions concerning this position vacancy announcement should be directed to:
2LT AMY LIVINGSTON Commercial: 410-612-4102 / Fax: 5177 E-Mail: amy.livingston@us.army.mil